

## RFP Questions

1. If we apply for Round 2 of HEC, will we receive the funds June 1<sup>st</sup> or will the start date depend on if the state of Indiana has made their first round spending benchmark?

Answer: The State anticipates hitting its 30% benchmark by the end of May; however, if that benchmark is not met, the State will not receive its second round of funding before June 1. As such, Respondents would not receive their funds on June 1. Whether the state hits its benchmarks or not, Respondents will be notified prior to June 1 as to the amount and production level to be written into their contracts. Therefore, Awardees can begin work on their second contract on or after June 1, but will not be reimbursed until the State receives its second round of funding from the Department of Energy. IHCD will notify Respondents in advance of June 1 if it is determined that the 30% benchmark will not be met. Based on our current performance and feedback from the Department of Energy, we should meet or be very close to meeting our benchmark by June 1.

2. We have applied for and received an extension for our current ARRA Weatherization grant. If we complete our obligation for our current grant *before* that extended deadline, but after we've submitted our proposal for a second round, could we amend our application in light of that possible earlier start on the second round?

Answer: Grantees will not be able to amend their proposal once submitted. Awardees may begin drawing down funds from their second-round grant as soon as all money is expended from the first-round grant. This has two caveats:

- A. If your agency completes work on all contracted homes but at a lower than anticipated cost so that it still has round-one funds remaining, you must utilize the remaining Round-one funds on production until they are spent out.
  - B. Sub-grantees should not stall production between first-round and second-round grant funding, even if they finish their first-round production before the extended deadline.
3. Will we be provided with the number of homes expected to be weatherized per county prior to submitting the RFP?

Answer: No. The minimum number of homes you will be expected to weatherize will be calculated in Attachment E- Budget Line Item Explanation and Allowances. The number will automatically calculate after your administration, health and safety, liability insurance, and audit information has been entered.

4. What are health and safety and general heat waste reduction activities?

Answer: Health and safety measures include anything that would compromise the health and safety of a client after weatherization activities are complete. For example, combustion appliances leaking carbon monoxide could produce an unhealthy environment for clients after their home has been air sealed. Health and safety and general heat waste reduction activities are found on the weatherization work order form found here:

<http://incap.org/fieldforms/Site%20Built%20Home%20Work%20Order%20Form.pdf>

Additional information relating to the required measures can be found in the Weatherization Field Guide and Policy and Procedures Manual, both of which can be found at:

<http://www.in.gov/ihcda/2523.htm>

5. What is the historical participation percentage?

Answer: IHCDCA has not formally studied the response rate, so any answer would be an estimate at best. Based on what IHCDCA has heard from existing sub-grantees, of all eligible clients approached for weatherization services, 10%-30% express interest in receiving weatherization work on their home. Of that 10%-30% interested, sub-grantees are reporting a 20%-50% deferral rate, which means that interested clients cannot receive weatherization services because of problems in their home beyond the scope of weatherization. See the Policy and Procedures Manual for a list of deferral standards: <http://www.in.gov/ihcda/2523.htm>

6. What happens if a household declines the program? Can they change their minds?

Answer: If a household declines the program, they are taken off the wait list. If a household changes its mind and decides to go forward with weatherization, they must reapply and they do not retain their position on the wait list.

7. What is program and technical monitoring? Is it included in the administrative fees?

Answer: Program and technical monitoring are done by IHCDCA and its sub-contractors who look at financial records, program and client files information, file accuracy, and technical work completed on homes to ensure compliance with federal and state guidelines. All monitoring is paid for by IHCDCA. If issues are found during monitoring, it is the responsibility of the sub-grantee to remedy any concerns or findings using grant or private funds where appropriate.

8. Is it acceptable to focus on re-employing individuals receiving unemployment benefits rather than on job creation?

Answer: Yes, this is an acceptable focus.

9. What is the new A-133 limit?

Answer: As of January 1, 2004, organizations receiving in excess of **\$500,000** in federal funds must undergo funding an agency has to receive before A-133 audit.

10. Is the LIHEAP list still the waitlist?

Answer: Yes, this will still be the waitlist used to find clients wanting weatherization.

11. What is the estimated time to prepare a response to this RFP?

Answer: It varies. IHCDCA is looking for a thorough, thoughtful response.

12. What's our "RFP ID"? The RFP says we need to include it in our response.

Answer: Just place your Agency Name in the header on each page of your response, along with pagination.

13. Will IHCD allow multiple Awardees to serve the same county?

Answer: Yes. IWAP tracking software will flag duplicate clients so that households cannot receive assistance from more than one organization.

Answer: Yes.

14. What is the deadline for current sub-grantees to submit an extension?

Answer: Extensions must be approved prior to the submission of a response to this RFP.

15. Should our response include procurement procedures for our agency as a whole or just the weatherization program?

Answer: Please include your procurement procedures for the weatherization department only.

16. Should we submit one budget even if we are applying for multiple counties?

Answer: Yes, please submit one comprehensive budget. You must identify how much funding you are applying for from each county though.

17. Can we use the 2010 LIHEAP wait list if we have exhausted the 2009 list?

Answer: Yes.

18. Can we continue using the 2009 LIHEAP wait list in counties where it has not been exhausted, even if the 2009 wait lists in other counties in our service area have been exhausted?

Answer: Yes.

19. How does IHCD determine the funding breakdown by county?

Answer: Each county's funding level is determined by using, in equal weight, census low-income population, LIHEAP utilization, and heating degree day data.

20. In our response, can we bid for part of the funds allotted to a specific county if we know we cannot take on the entirety of the county?

Answer: Yes, please bid at your agency's capacity level. IHCD will award multiple sub-grantees to cover counties in these cases.

21. Can we ask for more money to be used in a specific county than what is allotted based on the RFP documentation?

Answer: No.

22. May our agency verify income eligibility?

Answer: Yes.

23. Will the second round of funding be added to our current contract as an amendment or will our agency be issued a new contract?

Answer: It will be issued in a new contract.

24. May we start construction on a home with funding available from Round 1 and finish the home with funding from Round 2?

Answer: No, payments for work done on a particular home may only be made from one funding round. All costs related to a home must be claimed in one contract year.

25. May we inspect a home using Round 1 funds, then complete work on the home with funding from Round 2?

Answer: Yes.

26. Will an official clearance notification be sent to sub-grantees that fulfill Round 1 requirements to start drawing down Round 2 funds?

Answer: No. Once the final claim from Round 1 funding is paid and cleared, sub-grantees may begin drawing down Round 2 funds.

27. What is IHCD's production expectation for agencies with regular DOE weatherization funding?

Answer: IHCD is encouraging production on the ARRA grants. IHCD does not expect agencies receiving both funds from both grants to produce on their DOE grant until their ARRA funds have been expended.

28. Should training for lead safe work practices come from administration or base program operation funding?

Answer: IHCD is funding training for one representative from each agency to be trained on lead safe work practices. That person, after attending the necessary pre-requisites and attending the train-the-trainer course, can then train other workers at the agency. If additional training is desired, the sub-grantee must pay for it from administration funds or should have contractors pay for the appropriate training.

29. If a client's 2009 LIHEAP application expires, but they have an active 2010 application, can we weatherize their home?

Answer: Yes. The home must be completed within one year of the date on the application

30. Does the system automatically remove families from the wait list once their home is weatherized?

Answer: Yes.

31. Will the centralized purchasing system be the same for Round 2?

Answer: Yes.

32. If our final claim hasn't been filed by May 31, should we file an extension?

Answer: No. If all production is wrapped up by May 31, you do not need to file an extension. You have a 60 day close-out period in which to submit final claims.

33. Can we incur costs for Round 2 funds if Round 1 funds aren't closed out?

Answer: Yes, but no Round 2 claims will be paid until all Round 1 funds are claimed and paid.

34. Can we apply for an advance for Round 2 funding?

Answer: If an agency is currently receiving an advance as identified in AR-09-03, that advance will be available into subsequent funding rounds if your agency is funded. If an agency loses funding in part or in whole, the amount of the advance will vary if total funding drops below \$1 Million. If an agency has not received funding under the ARRA HEC program previously, but receives funding as a result of this RFP, they will be extended the opportunity to apply for advance funding.

35. How do we reconcile the 5% and 10% allowable administration budgets with different funding levels in our service counties?

Answer: Administration funding for each sub-grantee is based on an organizations total award, not on a county-by-county basis.

36. Do we have to do competitive pricing for Round 2 if we are using the same contractors from Round 1?

Answer: Yes, sub-grantees should rebid pricing for agency price lists on an annual basis. This should be done using a formal bid process made available to all local contractors. Typically this is done via a publication in local papers soliciting bids.